

## Eastern Region FY23 Guidance for Use of Incident Job Codes

January 6, 2023

This document is intended to compliment the [National Job Code Guidance](#) with Region 9 specific information to more thoroughly explain the intent and appropriate use of incident job codes. Information provided is related to suppression activities.

Auxiliary training code: WFSUTR23 - 0901

AD training code: WFSUAD23 - 0901

AD instructor code for time worked: WFPR0123 – 0901

AD instructor code for travel and per diem: WFPRAD23 – 0901

AD Rx Code: NFHF0123 - 0901

Medical exams for WFSE base-8 funded employees: WFSE0123 - 0901

Medical exams for auxiliary employees: WFSUTR23 -0901

Medical exams for ADs: WFSUAD23 - 0901

Covid testing: WGCOVT23 – 0901

Covid alternate housing: WGCOVH23 - 0901

Mandatory Days off upon return from assignment:

- WFSE funded employees: compensable days off charged to B-code
- Auxiliary employees: compensable days off charged to P-code

Override for B-codes: 0990

Override for DOI and State jurisdiction fires: 1522

### **P-Codes**

P-codes are established using FireCode or WildCad for wildfire incidents only. For incidents that meet the criteria below, **one unique P-code per incident** will be used. In Region 9, the format is "P9XXXXFY" where XXXX is created by FireCode or WildCad and FY is the last two digits of the current fiscal year. The region/unit (09/unit) override will be used.

Issue a unique P-code for all wildfires that meet any of the following criterion:

- Wildfire incidents 100 acres or more in Timber and 300 acres or more in grass or brush

- CIMT, Type 1, or Type 2 IMT is ordered
- Human caused
- Trespass
- Expected reimbursement
- Cost share

All other fires should be coded with the unit’s MISC ABCD code.

**P-Codes for FS Protection**

Authority: For all lands where FS is the protecting agency and expected to incur the costs of an incident, follow the standard business process of assigning a fire code for incidents occurring on FS system lands.

**Base Salarysever**

**Wildfire Incidents**

Employees assigned to wildfire incidents who are funded by WFSE will charge base hours to an incident-specific B-code that mirrors the incident or support code; substituting a B in place of the first character (P, W, or F). **The override is 0990.**

Employees assigned to wildfire incidents that are **not** base funded by WFSE will charge base hours to the incident P-code. Employees shall validate with their regional budget staff (via local unit/Forest budget staff) for direction regarding how their position is funded.

**FEMA Activation Incidents**

WFSE Funded Employees: Charge base 8 hours to the FEMA Activation B-code that will mirror the F-code. **The override is 0990.**

Forest Service employees assigned to FEMA Activation incidents who are **not** base funded by WFSE will charge base hours to the FEMA Activation F-code t.

Employees shall validate with their regional budget staff (via local unit/Forest budget staff) for direction regarding how their position is funded.

	<b>Base Hours on Incident</b>	<b>Base Hours on FEMA Activation</b>
Fire Funded Personnel (WFSE funded positions)	Incident B-Code	FEMA B-Code
Non-Fire Funded Personnel (non-WFSE funded positions)	Incident P-Code	FEMA F-Code

Public Law 106-558 does not apply to overtime incurred in conjunction with hurricanes, floods, non-fire Federal Emergency Management Agency (FEMA) incidents or other all-hazards assignments.

## **Premium pay**

All incident personnel will continue to charge premium pay (overtime, hazard pay, environmental differential, night differential, etc.) to the P-Code (wildfire) or F-code (FEMA incident).

### Example:

The South Fire occurred on the Wayne NF in FY18. The FireCode is XT3Y.

The P-code is P9XT3Y18 – 0914

The B-code is B9XT3Y18 – 0990

## **P-Codes for DOI Fires:**

All Department of Interior (DOI) fire codes will be issued by dispatch personnel through FireCode or WildCad. These codes allow FS resources to charge to a FireCode in support of DOI fires and will be assigned the appropriate identifier. An **override of 1522** will be used for all DOI fires.

- PD=BLM
- PA=BIA
- PP=NPS
- PR=FWS

Fire codes will pass to the FS Financial system only if the fire code is flagged as FS Assist.

## **P-codes for FS Support to Non-Federal Fires:**

When federal resources respond and provide support to non-federal jurisdiction fires (*i.e., state protection responsibility*), the FS or DOI will create a FireCode. The agency receiving the initial request, and filling an order, is responsible for generating the FireCode. These codes will be established with **PN as the leading identifier with an override of 1522**.

Fire codes will pass to the FS Financial system only if the fire code is flagged as FS Assist.

## **MISC ABCD Codes:**

Each unit (Forest or Grassland) has one code for MISC ABCD fires. These codes will be the same as in 2022 and will be reestablished by ASC for 2023. See table at [Incident Business Practices Cost Accounting | US Forest Service](#)

The MISC ABCD code will be used for the following:

- Initial response to wildfires
- False alarms (including FS response to DOI false alarms)
- Extended response to wildfires under 100 acres in timber or 300 acres in grass or brush except those requiring a unique P-code
- Mutual aid response

## **Support Codes for Land-Based Units:**

Each unit (Forest or Grassland) has one code for fire support. All support codes will be used with the region/unit override. Support codes will be the same as 2022 and will be reestablished by ASC for 2023.

[Incident Business Practices Cost Accounting | US Forest Service](#)

Land-based support codes are:

- Used for salary and other project support charges by dispatch centers, local caches, and unit employees providing general fire support that have traditionally charged to the MISC ABCD codes.
- Used by employees (dispatchers, logistical personnel, miscellaneous overhead, etc.) working on multiple fires with different P-codes, when time cannot be reasonably separated into four-hour increments.
- Used for repositioning or when an employee is providing general fire support, or extended stand by, due to the imminent short-term threat of a high fire danger, such as predicted wind event or lightning episode, but cannot reasonably separate out time to a specific P-code or MISC ABCD fire. **Support codes are not intended to be used for activities authorized under a severity request.**
- Used when resources are being ordered for active fire incidents, but the location of the resource assignment is not known (staging).

When suppression and prescribed burning activities happen concurrently and additional resources are needed, travel expenses are charged to the primary purpose which requires additional resources. Under no circumstances shall suppression funds be used for salary expenses to conduct prescribed burning or prep activities.

i.e. If the primary purpose requiring additional resources is hazardous fuels work then travel expenses should be charged to WFSE. If resources respond to IA or are utilized for staffing during the assignment then the use of a suppression code (ABC Misc, Unique p-code, or support) is appropriate. Travel vouchers should reflect actual activities that occurred on the ground.

## **Support Codes for Non-Land Based Units:**

The Regional Cache, Coordination Center, and Regional Office are “non-land based” units with separate assigned support codes which will be used when the respective employees are supporting suppression activities within the Eastern Area. These codes may also be used for supporting non-wildland fire emergencies such as storm response, accidents, earthquakes, etc. for up to 24 hours or until an appropriate non-fire or F-Code is established.

National shared resources such as smokejumpers, lead planes, T1 & T2 helicopters, air tankers, and interagency hotshot crews will charge to non-land based codes for prepositioning and stand-by ordered by either the Regional Office or the Coordination Center. Resources will charge to an incident code once they are assigned to an incident.

B-codes for base salary will be established for all land based and non-land based support codes.

### **S-Codes (Severity):**

Severity funding is the authorized use of suppression operations funds for extraordinary preparedness activities. Each unit is assigned an S-Code with the format P91111FY – 09XX where FY is the fiscal year and 09XX is the override for each specific unit. All severity requests require Regional Forester approval.

- Approval will specify the amount and the timeframe for use and next severity request if needed
- Unused funds do not carry over
- Base salary for defined firefighters may not be charged to severity. A Forest Service severity assignment utilizes a B-code that mirrors the S-code.
  - Base salary for severity assignments within the Eastern Region is charged to B91111FY – 0990. Overtime is charged to S91111FY – 09XX.
  - Base salary for severity assignments outside the Eastern Region is charged to BR1111FY – 0990 where the R is the Forest Service Region. Overtime is charged to SR1111FY – RRXX where RR is the Region and XX is the unit identifier.

### **Requesting Severity:**

Submit requests via the Mercury database with an email notification to the Regional Fire Director and Regional Duty Officer. Include a carbon copy to the Regional Incident Business Coordinator and affected Forest Supervisor. All Severity requests are to incorporate the standard components (See R9 Severity Request Component Checklist). Requests will generally be approved or denied within 24 hours. If requests are made outside of normal business hours, initial approvals may be via email or telephone until an official response can be sent.

Emergency requests may be made and approved via telephone, with appropriate documentation to follow via email. Requests may be approved for up to a 30-day period, but will be re-evaluated after 14 days. Severity needs are traditionally longer-term; however, requests less than 14 days that meet agency policy and intent will be considered.

Notify the Regional Fire Director and Regional Duty Officer; and carbon copy the Regional Incident Business Coordinator and affected Forest Supervisor, when the severity authorization is no longer needed.

Each emailed request should include a brief description of:

- Unusual weather and fire conditions result in the occurrence, or substantial threat of occurrence, of wildfires with significant damage potential;
- Anticipated fire activity will exceed the capabilities of the local resources;
- Weather conditions result in a period of fire severity which is, or is anticipated to be higher than the ninetieth percentile of the base period used for fire program planning;
- A fire season that either starts earlier or lasts longer than planned in the Fire Management Plan;
- The amount of severity funding requested using the standardized R9 Severity Cost Calculator; and
- A listing of the resources that will be funded from the severity authorization.

Severity Funding can be requested for the following:

- Temporarily increase fire preparedness staffing to meet extraordinary conditions.
- Fund standby resources and personnel salaries, including paying overtime for programmed leadership and production personnel required to work additional hours or days off to meet the preparedness requirements brought on by the extraordinary conditions.
- Preposition initial response resources.
- Fund additional fire prevention resources for the purposes of fire prevention or suppression.
- Provide for stand-by aircraft availability.
- Provide additional aerial reconnaissance or other means of fire detection.
- Increase availability of contracted aircraft, including air tankers, outside of the mandatory availability period.
- Fund call-when-needed aircraft, management, and support.
- Provide equipment, supplies, and training necessary to personnel and resources ordered and funded by severity authorization.
- Contracted fire preparedness services.

Severity funding **cannot be used** for the following:

- Pay for any resources or activities not included in an approved severity request;
- Pay for availability of exclusive use aircraft contracts during this planned or mandatory availability period;
- Pay any part of cooperators resources (for example, but not limited to aircraft availability) that are included in their planned organizations. Under specific provision in the Annual Operating Plan for a cooperative agreement, Forest Service approved severity funds may be used in contribution with cooperator funds for additional, unplanned resources to meet severity conditions;
- Pay for any non-fire preparedness activity;
- Buy equipment or supplies, finance training, fund vehicle FOR or maintenance, or finance contracts that are part of the planned preparedness organization;

- Pay for administrative surcharges, indirect costs of fire program support, fringe benefits, or awards for employees; or
- Pay for fire suppression activities in lieu of an appropriate incident fund code.

Refer to FSM 5190, FSH 6509, and 5109 for additional guidance on the use of severity codes.

### **S-Codes for DOI Severity:**

Job Code	Override	Agency
S70001	1522	Bureau of Indian Affairs (BIA) – Severity assistance.
S70002	1522	Bureau of Land Management (BLM) – Severity assistance.
S70003	1522	Fish and Wildlife Service (FWS) – Severity assistance.
S70004	1522	National Park Service (NPS) – Severity assistance.

Refer to the [National Job Code Guidance for Incident Job Code Use Guide](#) for additional information.

### **H-Codes:**

#### **Use H-codes for BAER assessment and approved BAER projects.**

Forest Service BAER Assessment: Use **H9BAERFY - 0901** where FY is the last two digits of the fiscal year, to track assessment expenditures on NFS lands; this code can only be used by Forest Service employees. This job code can be charged for reasonable BAER assessments, even if the survey reveals that no BAER treatments are necessary

This code can be used with transaction code 11 (in accordance with Public Law 106-559) for an overtime rate equal to one and one-half times the hourly rate. The overtime provisions apply only until the BAER plan is submitted for approval. (See FMS 2523.)

DOI BAER Assessment Support: Use HTBAERFY (override 1522), where FY is the last two digits of the current fiscal year, for FS resources providing support to DOI BAER assessment teams or assessment efforts on DOI lands.

BAER Plan Implementation: If BAER treatments are prescribed, a separate H-code for implementation work for each project will be established by the Regional BAER coordinator upon approval of a BAER request.

If the P-code was a non-Forest Service jurisdictional incident and reflected a

region/unit override of 1522 for DOI (BLM, BIA, NPS, or FWS) or a State fire, then the H-code will reflect the region/unit override of the requesting unit.

### **Suppression Repair:**

Repair work (non-BAER) to Forest Service improvements caused by suppression activities; i.e. a fence that is damaged when obtaining access to the incident or to build a fireline, is charged to the P-code. Do not use WFSU funds to repair damage to Forest Service improvements caused by the fire itself; charge such repairs to the resource program related to the damaged improvements.

### **Auxiliary (Militia) Support - WFSUTR**

Use **WFSUTREY - 0901** where FY is the last two digits of the fiscal year, for expenditures related to attending training for auxiliary personnel to attend fire related training and for fitness testing. Auxiliary is defined as an employee who is not funded by WFSE. There is no limit on the number of training hours an auxiliary employee may use; however, auxiliary employees shall coordinate with local fire management staff prior to using this code.

Allowable expenditures of the WFSUTRFY-0901 code are:

1. Salary, tuition, and associated travel related to attending training
  - a. Fuels funded personnel may use for training and qualifications that are not a requirement of their regular position (LSC, FDUL, RESL, etc.) and sought to provide incident support capabilities
2. Time spent taking the WCT and physical.
3. Medical Exam needed for the WCT.

When a function is specific to incident management for fire/all-hazard where there is an aspect of training in the function (fire courses, Incident Business Meeting, IMT meetings, etc.), it is consistent with the intent of FSH 6509.11g, Chapter 50 and appropriate to use the auxiliary training code.

Do not use the auxiliary training code for:

1. Fuels funded personnel attending training that supports position requirements of their regular position, i.e. Burn Boss or other Rx qualifications. Charge this training to regular program funds.
2. Courses that are not specific to fire, such as You Will Not Stand Alone, Peer Support, etc. These courses, while used mainly in wildland fire, are not specific to fire and it is not appropriate to use the auxiliary training code.
3. Line Officer Certification courses such as LFML, NFML or PFTC. This certification is a responsibility of a Line Officer, thus the auxiliary code isn't appropriate to use. The auxiliary training code could be used to obtain qualifications that are not an integral responsibility of a line officer (TIME, PSC, GISS).
4. Auxiliary personnel to instruct courses.



## **AD Support:**

### Attend Training and WCT

Use **WFSUADFY-0901** where FY is the last two digits of the fiscal year, for AD (Casual) employees to **attend** training and take the WCT. When a function is specific to incident management for fire/all-hazard where there is an aspect of training in the function (fire courses, Incident Business Meeting, IMT meetings, etc.), it is consistent with the intent of FSH 6509.11g, Chapter 50 and appropriate to use the AD training code.

Allowable expenditures of the WFSUADFY- 0901 code are:

- Tuition, associated travel and per diem, and wages for ADs up to the limit authorized in the AD Pay Plan
- Salary for time spent taking the WCT
- Cost of the medical exam for the WCT; **time spent taking the physical is not compensable.**

### AD Instructors

For ADs who are hired as instructors:

- Use **WFPR01FY – 0901** for time worked
- Use **WFPRADFY – 0901** for travel and per diem expenses

where FY is the current fiscal year. Example: For an AD hired as an instructor, time would be charged to WFPR0123 – 0901, travel and per diem would be charged to WFPRAD23 – 0901 for FY23.

## **F-Codes for Non-Fire FEMA Activations:**

A unique F-code will be manually assigned by the Regional Incident Business Coordinator for each Mission Assignment received from FEMA for ESF4 non-fire activation using the format of "F9XXXXFY" with an override of 0901.

Employees will charge their base time to a B or F code. See the direction on page 2 to determine how an employee will charge their base time

Public Law 106-558 does not apply to overtime incurred in conjunction with hurricanes, floods, non-fire Federal Emergency Management Agency (FEMA) incidents or other all-hazards assignments.

## **Non-Fire Emergency Job Codes and Search and Rescue:**

**Do not create a job code in the FireCode system for non-fire emergencies. Wildland fire suppression funds are appropriated for wildland fire and Presidentially declared activities under the Stafford Act.**

Reference FSH 1580.11 and FSM 6512.a (6). Upon execution of a collection agreement the unit will request a unique reimbursable job code with the appropriate reimbursable program and funds. Contact ASC-RACA Branch to create the code prior to incurring any expenses. For non-fire emergencies that occur during weekend hours contact ASC-Incident Finance at 505-366-8191.

For all non-fire emergency response projects that do not have an agreement (such as potential claims), budget offices should follow ASC-Budget Execution procedures on establishing job codes to ensure appropriate funds are expended. See Accounting Structure Guide (dated October 2021). For example, emergency response projects as a result of non-Forest Service spills and releases are appropriately charged to NFMG under Environmental Compliance and Protection (ECAP).

Specific information regarding search and rescue operations can be found in FSM 6500 Finance and Accounting, Chapter 6510 Appropriations and Funds, Section 6511.11r. (FSM 1599). The manual states:

“The payment of necessary expenses incurred in emergency search and rescue operations on National Forest lands is authorized by 16 U.S.C. 575. The legislative history of this authority (Act of May 27, 1930) indicates that payment was anticipated to be from ‘regularly appropriated moneys.’ This term is interpreted to mean appropriates for the general operation and management of the National Forest System.”

- Forest Service employees, volunteers, or enrollees – charge costs of efforts while engaged in official activities to the same funds that financed the project in which the lost or injured person was working.
- Non-Forest Service employees – charge the cost to the appropriation and work activity that financed the involved person’s salary and/or expenses.

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For Fire and Aviation funding policy questions, contact Ray Parrish, Regional Fire Management Planning Specialist at 414-323-0859; for implementation questions, contact the Regional Incident Business Specialist.